

**TINJAUAN PENGELOAAN PELAYANAN DI FILING REKAM MEDIS
TERKAIT DENGAN STANDARD APK DAN MKI DI RS PANTIWILASA
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ABSTRAK

Rumah Sakit merupakan institusi pelayanan kesehatan yang dituntut dapat menghasilkan data dan informasi guna mendukung penyelenggaraan kegiatan pelayanan kesehatan kepada masyarakat. Penyimpanan DRM bertujuan untuk melindungi bentuk fisik dan isi rekam medis dari kerusakan, karena rekam medis sangat berharga bagi rumah sakit. Penelitian deskriptif dengan pendekatan cross sectional dilakukan dengan observasi dan wawancara 6 petugas filing dan kepala rekam medis. Sampel DRM diambil secara accidental sampling. Analisis data secara deskriptif. Hasil Penelitian Prosedur Filing Rumah Sakit Panti Wilasa Citarum Semarang menunjukkan, Penerimaan KK dan DRM sudah lengkap dan sudah diberi kode dari fungsi K/I, Penyimpanan DRM kedalam rak penyimpanan sudah lengkap sesuai dengan metode yang digunakan dan sesuai dengan kode warna pada nomor rekam medisnya. Pelacakan DRM dan Distribusi DRM oleh petugas filing. Pengelolaan Pelayanan di Filing. Prosedur filing harus diterapkan dengan baik. Sistem penomoran sudah sesuai standar. Penerapan sistem penomoran baku. Lama distribusi disebabkan oleh jarak antar poliklinik dengan filing. Saran, rumah sakit perlu menyediakan sarana transportasi seperti sepeda untuk petugas distribusi DRM. Petugas filing harus berhati-hati dalam mengambil DRM. Petugas filing harus mematuhi standar yang ada dalam standar APK dan MKI.

Kata kunci: pelayanan kesehatan, prosedur di filing

Kepustakaan: 15 (2011)

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**OVERVIEW OF SERVICE MANAGEMENT IN MEDICAL RECORD
FILING RELATED TO STANDARD APK AND MKI IN PANTI WILASA
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ABSTRACT

Hospital is a health service institution that is required to produce data and information to support health service activity in society. Medical records storage aims to protect the physical shape and content of medical records from damage, medical records are valuable to the Hospital. Descriptive study with cross sectional approach was done by observation and interview with 6 filing officer and head of medical record. Samples of medical records were taken by accidental sampling. Data analysis by descriptive. Result study of Filing Procedure in Panti Wilasa Citarum Hospital Semarang shows that, KK and medical records acceptance is complete and already coded from K / I function. Medical records placed in shelves storage was complete according to used method and according to the color code on medical record number. Medical records Tracking and Distribution by filing officers. Services management on Filing. The filing procedure should be applied properly. The numbering system in accordance with the standard. Application of numbering system was standard. The length of distribution time caused by the distance between polyclinic and filing room. Suggestions, hospitals need to provide transportation facilities such as bicycles for medical record distribution officers. The filing officer must be careful while taking medical records. Filing officer must adhere to standards APK and MKI.

Keywords: health service, filing procedure

Literature: 15 (2011)

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